



## CHPA Remote Learning Contingency Plan – COVID-19

The COVID – 19 pandemic impacts on all aspects of our lives and it is currently unclear what will happen in the future. To ensure we are fully prepared for all eventualities, the aim of this plan is to give all stakeholders clear understanding of their roles, in the event of any partial or full CHPA closure, to ensure pupils continue to learn.

### Full CHPA Closure

In the event of a full closure, pupils will be sent home with:

- Exercise books to record their learning in
- Power Maths book
- A timetable of learning to help to organise the day
- Pupil Learning Diaries (these contain number lines, number squares, other support materials and a dry-wipe board)
- An equipment pack including items appropriate to their age and stage, e.g. pencil, ruler, rubber, sharpener, dry-wipe board pen, scissors, glue stick and Numicon images (for YR, Y1 and Y2)
- A list of their logins to appropriate online learning platforms eg Bug club, TTRockstars.

(Key Worker and Vulnerable Pupils remaining at CHPA would have their equipment and information sent to their new Bubble).

### The Headteacher will:

- Ensure those families entitled to Free School Meals will be provided with food or vouchers
- Ensure the home learning tasks set are to a high standard in line with year group expectations
- Monitor the phone logs to ensure families are called regularly and any issues are followed up
- Monitor the engagement of pupils learning
- Monitor MyConcern regularly
- Communicate regularly with families through social media, Weekly Newsletters and phone calls
- Organise events to promote CHPA spirit in the community, e.g. trails, decorating the gate
- Meet daily with staff to address any positives and next steps (this could be in person or through virtual media)
- Respond to parents queries and concerns
- Ensure the day to day running of 'remote' education and the learning and safety of those on the CHPA site (Key Worker and Vulnerable Pupils)

### Class Teachers will:

- Follow their usual planning for all subjects
- Follow their usual timetable of learning each day, through a virtual platform – including assemblies
- Hold a registration session each morning to allow pupils to share their feelings
- Provide either live remote lessons or recorded remote lessons to explain concepts and ensure pupils understand their learning tasks
- Feedback to pupils on their uploaded learning
- Provide additional support for children/parents through phone calls, email or explanations via video messages
- Share a story time video each day
- Speak with all pupils on at least a fortnightly basis, either through remote live teaching or phone calls
- Monitor the daily engagement of pupils and contact the families of those not engaging to offer support
- Log any safeguarding concerns on MyConcern and liaise with a member of the Safeguarding Team

### Teaching Assistants will:

- Support the learning of pupils they usually work with at CHPA
- Support the class teacher they usually work with
- Record story time sessions
- Make weekly phone calls to pupils to check on their learning and well-being
- Log any safeguarding concerns on MyConcern

### **Safeguarding Team will:**

- Call identified families regularly to offer support and check on children's well-being
- Liaise with outside agencies, including the Police as appropriate to need
- Take part in remote meetings as appropriate to need
- Conduct home visits to families CHPA is unable to contact or who are causing concern
- Monitor MyConcern on a daily basis and follow up any concerns promptly

### **Pupils will:**

- Log on to the appropriate remote live or recorded video sessions each morning and complete the registration task
- Watch all of the learning videos/join remote live learning sessions, taking a full and active part in them
- Complete the learning set by their teacher each day and upload their learning as requested by the teacher – photograph/video
- Watch their story time each day
- Talk with their friends each day through safe streams used by CHPA
- Use on line resources such as Bug Club, TT Rockstars and any other resources provided by CHPA.

### **Parents will:**

- Set a clear routine with each child using the timetable and the daily learning set
- Read all communications that come out from CHPA to ensure they are fully aware and up to date with news.
- Support their children to complete all of the learning set
- Liaise with school staff and seek support on behalf of their child when needed, with class teacher via email
- Ensure courtesy and politeness to any member of staff within any communication
- Provide access to the learning offered for their children
- Support their children by emailing the teacher pictures of completed work for assessment and feedback (for EYFS using Tapestry)

### **Key Worker & Vulnerable Children:**

If it is appropriate for CHPA to be open to Key Worker and Vulnerable Pupils, they will be placed into Bubbles with 2 consistent members of staff.

They will complete all remote learning set by their class teachers on iPads whilst at CHPA.

### **Class Closures/Partial Closure**

If a class, a Bubble, a number of classes, or a number of Bubbles have to close due to a positive COVID-19 test, then they will follow the procedure described for full CHPA closure.

Key Workers and Vulnerable Pupils would not be learning at CHPA if they are part of any closed group due to a positive COVID-19 test.

If the class teacher is ill and unable to work, another member of staff will take over their role and ensure the remote learning is set up and running as described.

I hope you find this information clear and helpful.

Stay Safe!

Mr P M Burgess

Headteacher